

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** July 17, 2001
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: INTERFACE CONVERSIONS IN RI-SAIL

The accompanying spreadsheet outlines how several different types of payment/accounting transactions will interface with RI-SAIL. The spreadsheet list several transactions, how they were imported into the legacy accounting system and how they will be input into RI-SAIL.

The only interfaces that will require manual input into RI-SAIL by state agency users are those that are listed as "Invoice Entry," "Journal Entry," "Employee Expense," and "Direct Invoice." Interagency/interfund transfers will require the manual preparation of RI-SAIL A-12T forms by agency users. The Office of Accounts and Control will input the RI-SAIL A-12T data into RI-SAIL. All other transactions will be imported directly into RI-SAIL electronically via "Batch Import," "General Ledger- ADI" or "General Ledger Interface."

If users have any questions concerning the transactions listed, please contact Natalie Laster via e-mail at NatalieL@gw.doa.state.ri.us.

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CFO:02-04



Office of Accounts and Control
INTERFACE CONVERSIONS

This listing outlines how the accounting detail of several different types of transactions were input into the legacy system and how they will be input into RI-SAIL. Batch import will electronically import all payment details into the Accounts Payable module. Invoice Entry, Employee Expense, and Direct Invoice will require manual keying of payment details into the Purchasing and Accounts Payable modules. (Invoice entry* requires only summary payment accounting input into RI-SAIL.) Journal entry will be a keying of summary accounting data only into the Accounts Payable module. General Ledger Automatic Data Interface (G/L-ADI) will be postings of accounting detail by the Accounting Section of the Office of Accounts and Control into the General Ledger module. No input is required by the agency. None means no detail or summary data will be input into the new system. Page 2 of this list identifies accounting for inter-agency/interfund payments and/or transfers.

<u>Department</u>	<u>System</u>	<u>Frequency</u>	<u>Transmitted</u>	<u>Transmitted</u>
			<u>LEGACY SYSTEM</u>	<u>RI-SAIL SYSTEM</u>
DCYF	005 Delegated payroll	Monthly	Diskette	Batch import
DCYF	005 non-Delegated	Monthly	Diskette	Batch import
DCYF	Foster Parent Payroll	Monthly	Diskette	Batch import
DCYF	Birthday payroll	Monthly	Diskette	Batch import
DCYF	Clothing payroll	Monthly	Diskette	Batch import
DCYF	Contract payroll	Monthly	Diskette	Batch import
DCYF	Christmas payroll	Once a year	Diskette	Batch import
DHS	MMIS	Twice a month	Tape	<u>Invoice Entry*</u>
DHS	MMIS	As needed	Tape	<u>Invoice Entry*</u>
DHS	Out of state travel	Monthly	Diskette	Emp Expense
DHS	Day care food payroll	Monthly	Tape	Batch import
DLT	TDI claims	Periodically	Diskette	Batch import
DOA	State Investments	Daily	Electronic	Journal Entry
DOA	Taxation	Daily	Electronic	Journal Entry
DOA	Motor Pool vendor payments	Twice a month	Typed	Batch import
DOA	Accounting system	Monthly	Tape	N/A
DOA	Federal Audit fees	Monthly	Tape	G/L-ADI
DOA	Workers compensation-services	Weekly	Diskette	Batch import
DOA	Workers comp employee payments	Wweekly	Diskette	Batch import
DOA	Energy assistance (Iiheap)	Periodically	Diskette	Invoice Entry
DOA	Registry Refunds	Wweekly	Diskette	Direct Invoice
DOA	Payroll charges to agency accounts	Bi-weekly	Tape	G/L Interface
DOA	Motor Pool charges to agency accounts	Twice a month	Tape	G/L Interface
DOA	OLIS charges to agency accounts	Monthly	Tape	G/L-ADI
DOA	Electric charges to agency accounts	Monthly	Typed	G/L-ADI
DOA	Centrex charges to agency accounts	Monthly	Tape	G/L Interface
DOA	Health supplemental (boc 447)	Monthly	Electronic	G/L Interface
DOA	Health window (boc 495)	Monthly	Tape	G/L Interface
MHRH	Development disability/de-institutional paym	Weekly	Diskette	Batch import
RIDE	School aid	Monthly	Diskette	Invoice Entry
RIDE	Expenditure adjustments	On request	diskette	Journal Entry
TREASURY	Unclaimed property	Periodically	Diskette	Batch import
TREASURY	Pension charges	Monthly	tape	G/L Interface
URI	University/College	Periodically	Tape	None
URI	Expenditure adjustments	On request	Tape	None
RIC	University/College	Periodically	Tape	None
CCRI	University/College	Periodically	Tape	None
DOA	Taxation Tax Refunds-Variou	Periodically		Batch import
DCYF	6 Delegated payroll	Monthly	Diskette	Batch import



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The following types of Inter-agency/Interfund Transfers will be input into RI-SAIL by the Office of Accounts and Control via interdepartmental billings. Accounts and Control will use the Accounts Payable module to record these transactions.

<u><i>Transfer Type</i></u>	<u><i>Transmitted</i></u>	<u><i>Transmitted</i></u>
Payment to Central Pharmacy	A-12T	RI-SAIL A-12T
Payment to Central Laundry	A-12T	RI-SAIL A-12T
Payment to Central Distribution Center	A-12T	RI-SAIL A-12T
Payment to Correctional Industries	A-12T	RI-SAIL A-12T
Payment to Records Distribution Center	A-12T	RI-SAIL A-12T